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**Job Title:** Clerk IV – Building Services

**Supervisor:** Coordinator Building Services

**Terms of Employment:** 246 days

**Job Summary:**

Assists with Administrative, Purchasing, Payroll, and Recordkeeping procedures related to Building Services.

**Essential Duties:**

1. Enters Custodian work hours and benefit time in PeopleSoft for all non-contracted work hours
2. Works with Human Resources to create and track approved Custodian FMLA requests and leaves in PeopleSoft.
3. Works with Human Resources to create Custodial records for all non-Building Services staff for summer cleaning.
4. Creates, manages, and tracks Purchasing Requisitions and Orders for all Building Services Department supplies district wide in PeopleSoft.
5. Creates and maintains POs for outside vendors for services provided to the Building Services Department.
6. Works with contracted vendors when rebates and special purchases are available for Custodial products and equipment.
7. Solicit quotes from vendors for non-contractual janitorial supplies that don't require formal bids
8. Assists in obtaining quotes for all new supplies and materials, ensures lowest possible price following district procurement procedures and laws.
9. Assists Equipment Specialist researching and purchasing repair parts for Custodial Equipment.
10. Communicates with vendor's questions and concerns regarding orders, invoices, and any delayed items, requesting substitute products when necessary.
11. Communicate with Assistant Managers and Supervisors changes in products, prices, and availability through emails and Building Services Website.
12. Receives, routes, records, and takes messages on incoming phone calls.
13. Scans and attaches credit card receipts in PeopleSoft; reconciles credit card statements.
14. Works closely with Building Services Assist Managers for supply inventory and requests, researching vendors and other sources for needed products
15. Assist in developing and filling out forms and records for Building Services
16. Maintains a regular filing system for all records, correspondence, and other information.
17. Maintain and update Building Services website documents and forms for accurate and timely information.



18. Train new Building Services supervisors on how to place an order, payroll tracking, key cut-off dates, and all other necessary forms and processes within the department.
19. Assistant in tracking and placement of all Purchased Custodial equipment.
20. Track and assist with repair requests for Custodial Equipment.

**Other Duties:**

Perform such other tasks and assume such other responsibilities as may from time to time be assigned.

**Job Specifications:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. High School Diploma required; Associate's degree in Business or Office Management preferred.
2. Minimum one year clerical experience required; or an equivalent combination of education and experience.
3. Proficiency in keyboarding (50 wpm).
4. Working knowledge of office management procedures.
5. Familiarity with technical documents, engineering proposals, and related terminology.
6. Ability to work effectively with all district personnel and handle consultant arrangements.
7. Ability to prepare and/or process purchase orders.
8. Ability to be accountable for inventory and property management.
9. Knowledge of PeopleSoft and GovDeals.com preferred.
10. Ability to work with technical personnel, and contractors' field personnel.
11. Ability to use small office equipment, including copy machines or multi-line telephone systems; use computers for data entry; and use computers for word processing and/or accounting purpose.
12. Computer literacy and proficiency with Microsoft Excel, Word, and other software as needed.
13. Ability to assume work load and follow-up on tasks with minimal directions.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:



- physically capable of frequently lifting or moving up to 20 pounds.
- specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- ability to sit and stand for extended periods of time;
- manual dexterity for the purpose of using a telephone and data entry;
- read a computer screen and printed material with or without vision aids;
- hear and understand speech at normal levels and on the telephone; and
- speak in audible tones so that others may understand clearly in person and on the telephone.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Pay Grade:** 105

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***

*Revised 10-20-2025*